



Oak Island Fire Department
8510 E. Oak Island Drive
Oak Island, NC 28465



Lee Price – Fire Chief

Chris Sillings – Asst. Fire Chief

Samantha LeFauve- Administrative Assistant

Request for EMS/Fire Report

Please refer all requests of a copy of the Oak Island Fire Department records Monday-Friday, 8:30am to 4:30pm at 910-278-1000. Fax your requests to 910-278-1015. **Please Note:** Allow 5-10 business days processing time.

Today's Date: ____/____/____

Incident Address: _____

Date of Incident: ____/____/____

Incident Time: _____ (AM / PM)

Type of record(s) needed: ☐ **EMS Report** ☐ **Fire Report**

Person(s) Requesting Record: _____

Phone Number: _____

Department (if applicable): _____

☐ Citizen ☐ Law Enforcement Officer ☐ Doctor Office ☐ Medical Examiner
☐ DA's Office ☐ Private Attorney ☐ Department of Social Services

Reason(s) for request: _____

Confidential medical records can only be released to the patient, the patient's guardian, the patient's health care power of attorney, or an executor/executrix of the patient's estate (Must provide proof).

Record received by _____

Date _____

**Signature of person authorizing release of medical
Information (as specified above).**

Date _____

**** (office signature only) ****

Office Use Only

Date Processed: _____

Incident # _____

Released Initials: _____

Fee Collected By: _____

Main (910) 278-1000 Fax (910) 278-1015

Key Code 4410